

## Maintain Worker Documents

08.22.14

Use this process to maintain and update worker documents. Upload any diplomas, certifications, or forms such as the Outside Employment/Consulting form. Workers can only add, delete and/or view their own documents.

1. Enter **Maintain My Worker Documents** in the Search box.
2. Select **Maintain My Worker Documents** from the Tasks and Reports list.
3. Click **Add**.
4. Click the **Paperclip** to the right of the window.
5. Select the appropriate file to attach to the FermiWorks account.
6. Click **Open**.
7. Select the appropriate **Document Category**.
8. Enter any **Comment** as applicable.
9. Click **OK**.